

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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PUBLIC RECORDS  
2018 MAY 21 PM 2:19

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Microsoft

Travel date(s): May 2nd - May 4th

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$642.02 for round trip airfare DCA to SEA	\$409.55 at \$179++ per night	\$71.81 for breakfast lunch and dinner on 5/3	\$150.10 - local transportation to/from dinner

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Agenda with detailed descriptions attached. A full day of content covering Microsoft's products and initiatives. We had a discussion around TV White Space for Broadcast, a demonstration of upcoming Microsoft technologies, a demonstration of current Microsoft Partnership technologies, a presentation on Microsoft's Internet of Things (IoT), a demonstration of Microsoft's device development lab, and a discussion around Microsoft's environmental technologies. Finished with a group meal at a local restaurant.

5-21-18  
(Date)

VICTORIA FLOOD  
(Printed name of traveler)

Victoria Flood  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5-21-18  
(Date)

Shelley Moore Caputo  
(Signature of Supervising Senator/Officer)

### Microsoft May 2018 Congressional Staff Trip Invite List

First	Last	Office	Party	Title	Branch
Garrett	Bess	Buck	Republican		House
Amy	Bos	Sensenbrenner	Republican		House
Nairobi	Cratic	Gwen Moore	Democrat		House
Chris	Crawford	Carter (GA-1)	Republican		House
Ryan	Diffley	Tom Graves	Republican		House
Jon	Ferro	Collins	Republican		House
Erick	Harris	Chabot (OH)	Republican		House
Gabe	Hisem	Rep. Bergman	Republican	Legislative Assistant	House
Daniel	Huff	HJC Antitrust	Republican		House
Nancy	Juarez	Carbajal	Democrat		House
Bijan	Koohmaraie	House Energy and Com	Republican		House
Kate	Labrode	Biggs (AZ-5)	Republican		House
Davis	Pace	Ratcliffe	Republican		House
Cherilyn	Pascoe	Senate Subcommittee on Consumer Protection, Product Safety, Ins & Data Security			Senate
Jessica	Presley	Committee on Oversight and Government Reform	Democrat		House
Victoria	zFlood	Sen. Shelley Moore Capito (WV R)	Republican	Legislative Assistant	Senate
Judd	zSmith	Marino	Republican		House
Molly	Fromm	Science Committee	Republican	General Counsel	House

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## Flood, Victoria (Capito)

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**From:** Microsoft Congressional Staff Visit <msstaffvisit2018@microsoft.crgevents.com>  
**Sent:** Tuesday, March 20, 2018 3:42 PM  
**To:** Flood, Victoria (Capito)  
**Subject:** You're Invited! May 3rd Microsoft Congressional Staff Trip  
**Attachments:** Microsoft 2018 Congressional Staff Visit Agenda.pdf; Senate Private Sponsor Travel Form\_Microsoft\_Signed.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Greetings,

Microsoft is thrilled to invite you to an upcoming opportunity to visit our headquarters in Redmond, Washington on May 3<sup>rd</sup>, 2018. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications on innovation.

This invitation includes a full attached agenda and ethics forms to be submitted for approval. **To RSVP, immediately respond to this email and submit the attached forms to Ethics for approval.** Once you have received your approval from Ethics, you will return a copy of your email approval to the MS Congressional Staff Visit Logistics Team (email listed below) who will then begin to book travel at that time.

We will take a limited number of members on a first come, first serve basis to sign up for this event, and will let you know if your RSVP has been confirmed based on attendance. *If you cannot attend, but you think another person in your office would be interested, feel free to pass along their contact information.*

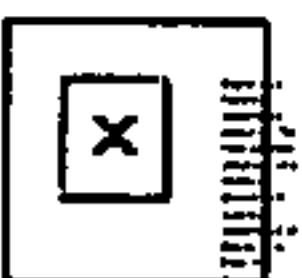
We hope you will consider joining us in the Pacific Northwest! Do not hesitate to reach out to [msStaffVisit2018@microsoft.crgevents.com](mailto:msStaffVisit2018@microsoft.crgevents.com) with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

**Please RSVP by March 28th with your availability.**

Thank you,  
*Kelly Eaton*

Director, Microsoft

Eric  
Microsoft Congressional Staff Visit Planning Team





Microsoft 2018 Congressional Staff Visit Agenda

Event Logistics

Date	May 3 <sup>rd</sup> , 2018
Location	Microsoft Campus
Dress code	Business Casual
Contact	Eric Brooks, Event Coordinator
	<div></div>
	Zoya Awan, Government Affairs Coordinator
	<div></div>

Wednesday May 2, 2018

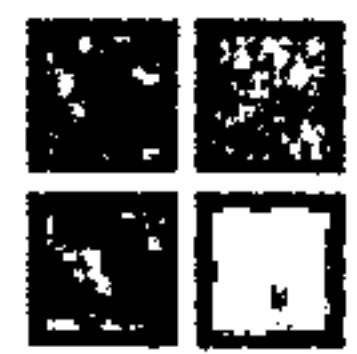
Start	End	Event   Location
6:55pm	10:05pm	Travel from Washington D.C. to Seattle <i>Alaska Flight AS0003   Departing at 6:55pm &amp; Arriving at 10:05pm</i>
10:00pm	10:30pm	Travel from SeaTac Intl. Airport to the W Hotel Seattle
10:30pm		Check-in at the Hotel <i>W Hotel, 1112 4th Avenue, Seattle WA, 98101</i>

Thursday May 3, 2018

Start	End	Event   Location	Speaker
7:30 am	8:00 am	Meet in Hotel Lobby for Breakfast	
8:00 am	8:45 am	Shuttle from Hotel to Microsoft Campus	
8:45 am	9:00 am	Welcome, and Introductions <i>Executive Briefing Center, 16070 NE 36th Way Bldg. 33, Redmond WA, 98052</i>	
9:00 am	10:00 am	<b>TVWS and Broadband</b> <i>Discussion of Microsoft's work to use TV White Space to empower rural communities with Broadband. <a href="#">link</a></i>	Melissa Sassi, Sr Project Manager, Airband Initiative Ryan Harkins, Director of State Affairs and Public Policy
10:00am	11:00 am	<b>Envisioning Center tour</b> <i>A walking tour of future technology innovations that Microsoft is exploring in the home and office. <a href="#">link</a></i>	
11:00 am	11:15 am	Morning Break	
11:15 am	12:00 am	<b>Digital Transformation Demo</b> <i>A standing demonstration of how Microsoft and its Partners are working to implement</i>	

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# Microsoft

*intelligent learning into a wide variety of industries.*

12:00 pm	12:15 pm	Shuttle to Commons <i>Building 98, 15255 NE 40th St, Redmond WA, 98052</i>	
12:15 pm	1:20 pm	Lunch in the Commons	
1:20 pm	1:30 pm	Shuttle to Building 30 <i>3910 163rd Avenue NE, Redmond WA, 98052</i>	
1:30 pm	2:30 pm	Modern Work Place/Connected Energy Grid Discussion and Tour <i>Discussion of how Office 365 and Microsoft Products are impacting the energy industry. <a href="#">link</a></i>	
2:30 pm	2:45 pm	Shuttle to Device Lab <i>Building 87, 4729 154th Place NE, Redmond WA, 98052</i>	
3:00 pm	4:00 pm	Device Lab Tour <i>An exploration of Microsoft's manufacturing and testing process to build new products and create new innovations. <a href="#">link</a></i>	
4:00 pm	4:15 pm	Shuttle to Microsoft Tree Houses	
4:15 pm	5:00 pm	Conversation on AI for Earth <i>A conversation on Microsoft's efforts to impact the earth and environment through intelligent learning. <a href="#">link</a></i>	Lucas Joppa, Chief Environmental Scientist
5:00 pm	6:00 pm	Depart Microsoft Campus and Travel to Red Cedar & Sage for Dinner	
6:40 pm	8:30 pm	Dinner and Closing Conversation <i>Red Cedar &amp; Sage, 1501 Pike Pl Ste 200, Seattle, WA 98101</i>	
8:30 pm		Return to W Hotel Seattle	

Friday, May 4, 2018

Start	End	Event   Location	Speaker
5:30 am		Meet in Hotel Lobby & Check-out	
5:45 am	6:15 am	Travel from Hotel to SeaTac Airport	
7:59 am	4:10 pm	Travel from Seattle to Washington D.C. <i>Alaska Flight AS0004   Departing at 7:59am &amp; Arriving at 4:10pm</i>	

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## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: VICTORIA FLOOD

Employing Office/Committee: SENATOR SHELLEY MOORE CAPITO

Private Sponsor(s) (list all): MICROSOFT

Travel date(s): MAY 2-4, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): REDMOND, WA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am responsible for Senator Capito's Senate Commerce Committee portfolio. Its important that I am familiar with upcoming innovation and how it impacts technology policy. Microsoft's work in the technology sector is ever changing and in-person visits allow hands on demonstration and visuals of their upcoming innovative ideas.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/24/2018  
(Date)

Victoria Flood  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, SHELLEY MOORE CAPITO hereby authorize VICTORIA FLOOD  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/24/2018  
(Date)

Shelley Moore Capito  
(Signature of Supervising Senator/Officer)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors): Microsoft
- 
2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector
- 
3. Dates of travel: May 2nd - May 4th, 2018
- 
4. Place of travel: Washington DC to Redmond, WA
- 
5. Name and title of Senate invitees: See attached attendee list. Accepting first 20 to RSVP
- 
6. I *certify* that the trip fits one of the following categories:
- ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -**
- ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -**
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -**
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ OR ☐

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

☐ OR ☐

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from the east coast to the west coast and in order to participate in a full day of sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies and discuss policy issues important to the technology sector. As the Sponsor, Microsoft has planned the agenda, speaker sessions, and tours on the Microsoft Campus along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through Information Technology. This trip allows Microsoft to educate and engage Senate Staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft has hosted similar trips in each of the last five years and previously hosted trips in the early 2000s.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, & the public focusing on areas of IT innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	See additional Page attached	See additional Page attached	See additional Page attached	n/a

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

W Seattle, 1112 4th Ave, Seattle, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

The per diem lodging is \$179 for May.

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily meal expenses meet per diem rates and lodging expense meets the per diem rate of May for  
official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Air travel is being provided, economy only. Alaska Flight 0003 and Alaska Flight 0004. Ground transportation is also being provided from the hotel to Microsoft Campus, dinner, and return to hotel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Kelly Eaton; Director

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone Number: 1 (202) 831-6468

Fax Number: \_\_\_\_\_

E-mail Address: Kelly.Eaton@microsoft.com



**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**  
*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the May 2nd - 4th, 2018 trip  
to Seattle, WA is true, complete, and correct.  
*Dates of Travel (Month Day, Year)*  
*Place of Travel*

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Kelly Eaton, Director

Name of Organization: Microsoft

Address: 3720 159th Ave NE, Redmond, WA 98052

Telephone Number: +1 (202) 831-6468

Fax Number: \_\_\_\_\_

E-mail Address: keeaton@microsoft.com

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	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith Estimate	Flight at \$646.91 per person Alaska Flight AS 0003 Alaska Flight AS 0004 Ground Transportation \$141.45 per person transfer to airport, to and from hotel, Microsoft, and dinner in Seattle on 5/2	\$179+tax/night at W Seattle	1 day of meals on 5/2, at \$74 (\$7.50 for breakfast, \$7.50 for lunch, \$45 for dinner + tax + gratuity); we will stay below the \$74 per diem per employee with our restaurants and at Microsoft	N/A



United States Senate

## SELECT COMMITTEE ON ETHICS

April 26, 2018

Victoria Flood  
Office of Senator Shelley Moore Capito  
United States Senate  
Washington, DC 20510

Dear Ms. Flood:

This responds to your recent correspondence concerning an invitation you received to travel to Microsoft Headquarters in Redmond, Washington on May 2-4, 2018, sponsored by Microsoft.<sup>1</sup> Microsoft certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>2</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, Microsoft has certified that it is a private entity that retains or employs a registered lobbyist and that no registered lobbyist will accompany you on *any segment of your trip*.<sup>3</sup>

Based on information and materials available to the Committee, and consistent with the guidance contained in this letter regarding extending your trip for a personal purpose, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day (exclusive of travel time and two overnight stays) trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, Microsoft is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept

<sup>1</sup> Based on the information you submitted, the Committee understands that, for a personal purpose, you intend to extend your trip in Redmond, Washington for less than one day after the conclusion of the officially related events. You are personally responsible for any additional expenses incurred as a result of extending your trip.

<sup>2</sup> The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>3</sup> The term “any segment of your trip” has a specific definition. *See id.* at 3.

payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**<sup>4</sup>

Finally, Senate Rule 34 requires a reporting individual,<sup>5</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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<sup>4</sup> Trip extensions for any purpose do not extend this deadline.

<sup>5</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

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